



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 21ST THEATER SUPPORT COMMAND**  
**UNIT 23203**  
**APO AE 09263**

AERCG

03 JAN 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 21st Theater Support Command, Policy letter 19, Non-tactical Vehicle Procurement, Disposition, Usage and Reporting

1. References:

- a. Department of Defense (DoD) Directive 4500.36, 3 August 2004.
- b. DoD Regulation 4500.36-R, March 1994.
- c. AR 58-1, Management, Acquisition and Use of Motor Vehicles, 8 August 2004.
- d. AE 58-1, Management, Acquisition and Use of Motor Vehicles, 27 January, 2003.
- e. Secretary of the Army Travel Policy, 26 March 2003.
- f. 26th ASG Command Policy Memorandum 31, Interagency Fleet Management Services (IFMS) Non-tactical Vehicle Utilization.

2. Procurement: Non-tactical vehicles are procured by IFMS to sustain the serving BSB daily base operation mission. When a new vehicle arrives, a determination is made whether the replaced vehicle should be redistributed within the 21st TSC fleet. The decision is based upon the year, mileage and maintenance history of all like type vehicles within the command.

3. Disposition: The BSB assigns vehicles to the 21st TSC based upon the criticality of use and justification. Annual justifications are based on a unit's need for a vehicle to be dispatched on a recurring basis. Justifications must be submitted annually to the G4 no later than 15 September for consolidation. The unit's need must be mission essential, documented, and must meet the monthly utilization criteria. The daily use requirement is 20 days or 70% of vehicle availability and the mileage requirement is a minimum of 850 miles (1,360 kilometers) per month. Vehicle utilization must meet the goals on a monthly basis. Failure to do so may result in the vehicle being placed on a daily dispatch to determine if it is still required for base operation missions. If the vehicle fails to meet the utilization requirement, it will be placed in the general dispatch pool by the BSB. Vehicles that fall under criticality of use are exempt from utilization criteria. Vehicles that fall under the criticality of use category are: Commanders of Battalion level units and larger, Military Police, Emergency Medical Services, Physical Security, Protocol, and Designated Mortuary Affairs Vehicles.

4. Department of Defense owned or controlled transportation shall be used for official purposes only. Official use refers to a use in support of authorized DoD functions, activities, or operations. Any questions concerning "official use" shall be resolved in favor of strict compliance with statutory provisions and DoD and Department of the Army (DA) policy. These rules apply to, but are not limited to, non-tactical vehicles (NTVs), vehicles rented by the Government, and rental vehicles for which the

Government directly pays the rental charges (hereinafter collectively referred to as NTVs). These rules, however, do not apply to vehicles Government employees rent and pay for from their own funds, whether or not the Government later reimburses them.

5. While on TDY, an employee can use an NTV to travel between places of lodging, work sites, and some places that are required for the employee's comfort and health only if there is not an adequate DA or DoD bus service. In the Kaiserslautern Military Community, there are contracted shuttle buses that provide adequate service; therefore, personal usage of NTVs is not authorized. NTVs will not be used as transportation to or from the following establishments: commissary, Post or Base Exchange, laundry, barbershop, mailroom for personal mail, bank, movie theater, shoppette, local restaurants, off-post businesses, and similar locations of a personal and unofficial nature. NTVs will not be used to transport Army personal and their family members to, from, or between U.S. Government facilities or commercial establishments for the purpose of conducting personal business or engaging in other activities of a personal nature. NTVs will not be used to transport personal or to pickup/deliver any items or supplies that are required for any unofficial functions such as office coffee funds or office luncheons.

6. Overnight retention of NTVs is not authorized. Transportation by individual NTV between a soldier's residence and place of employment is not considered "official business" and is not authorized. This restriction prohibits a soldier from driving an NTV part way to his or her residence and parking the NTV in a location near the residence.

7. If the normal bus schedule does not accommodate the needs of a section, then the section should first try to resolve the issue internally through carpooling or pickup by other section members. If the staff chief or section OIC is unable to resolve the lack of transportation internally, then he or she should coordinate with G4.

8. Permissible operating distance (POD) for any NTV is a 100 mile radius from Kaiserslautern. For example, a vehicle driven 122 miles one way to Stuttgart would need prior approval from the TMP. However, a vehicle can take multiple trips to Heidelberg in a day and exceed the 100 miles since the vehicle did not leave the 100 mile radius. Brigade Commanders and the Assistant Chief of Staff, G4 can exempt specific NTVs from prior approval before departing the established POD. The exempt NTVs must be designated on a memorandum that is processed through the 21st TSC, G4 and approved by the 415th BSB. The BDE Level Unit Transportation Coordinator (UTC) must submit a monthly utilization report on those NTVs designated exempt from the POD. The Utilization report is due to the 415th NLT the first working day of the month. The report must have a military interdepartmental purchase request (MIPR) from the comptroller to pay for daily usage and miles traveled outside the POD.

9. NTVs will not be provided solely on the basis of rank, position, prestige, or personal convenience.

10. Examples of permissible use:

a. A soldier working in the G1 section is required to travel from Panzer Kaserne to a deployment node to participate in a safety inspection of node operations. It would be permissible for him to travel by NTV, since this is official duty.

b. Monday thru Friday, an officer working in the 200th TDB is required to travel between Kleber Kaserne, Vogelweh, and Heidelberg to perform his duties. He is permitted to travel between these

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locations via NTV. However, he is not permitted to deviate from his official route for non-official purposes (i.e. dropping off his laundry) nor may he retain the NTV overnight merely to make his morning departure more convenient.

11. Penalties for misuse of NTVs:

a. Civilian Employees. Any employee who willfully use or authorize the use of an NTV except for official purposes shall be suspended from duty not less than one month without compensation, and shall be suspended for a longer period or summarily removed from office if circumstances warrant.

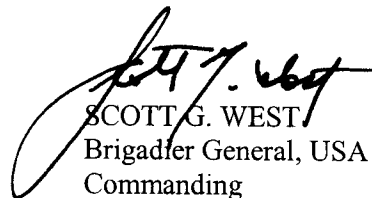
b. Local National Employees who willfully uses or authorizes the use of an NTV except for official purposes may be disciplined according to the existing German Labor Laws and governing USAREUR Regulation 690-64.

c. Military Personnel. Any military personnel who willfully use or authorize the use of an NTV except for official purposes may be disciplined under the provisions of the Uniform Code of Military Justice or other appropriate administrative procedures.

12. The G4 will consider requests for exceptions to this policy on a case-by-case basis.

13. The point of contact is G4 Deputy at 484-7562.

14. FIRST IN SUPPORT!



SCOTT G. WEST  
Brigadier General, USA  
Commanding

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